

8 May 1951

MEMORANDUM FOR: Deputy Director (Administration)  
SUBJECT : Management Activities

1. Attached is a brief of background material in connection with the development of the functions of the Advisor for Management.

2. I have verified with the Comptroller that, as in the past, the fact that we have a Management activity at the level of top management in this Agency continues to be a real advantage in connection with our dealings with the Bureau of the Budget. Our Management Improvement Program presented with our annual budgets has been commended and Bureau of the Budget representatives have on occasion come into the Agency to check personally on the activities and results of the Advisor for Management's work and have been generally complimentary. We have often found that when some particular item is questioned our statement that it has had a thorough Management survey and approval has been sufficient to answer the question.

3. I believe that we may well be able to more clearly define for the Advisor for Management the task expected from him, and we can certainly provide better guidance in priorities and emphasis than has been possible in the past.

Assistant Deputy Director  
Administration

Att.

ADD/A Chrono  
" Subj (mgmt)

note: orig & att. sent to  
adv for mgmt on  
5 June 1951 Log

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Class. Changed To:	TS
Auth:	HR 78-2

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